

TECHNOLOGY USE POLICY

This policy covers the use of all technology resources belonging to Rowan County. It includes, but is not limited to pagers, radios, computer systems of any size and function and their attached peripherals, phones, cellular phones, faxes, voice mail systems, e-mail systems, network resources and Internet resources. Technology resources owned by Rowan County are in place to enable the County to provide its services in a timely and efficient manner. This is the primary function of these resources and any activity or action that interferes with this purpose is prohibited. Because technology systems are constantly evolving, Rowan County requires its employees to use a common sense approach to the rules set forth below, complying not only with the letter, but also the spirit, of this policy.

DEFINITIONS

Application Development: is defined as the creation and/or modification of databases and programs for the automation of County functions and tasks. This includes database development tools such as Microsoft Access, and programs developed in higher level programming languages such as Basic, Visual Basic, C, C++, etc. Also included in this section is the training required for Application Development.

E-mail: The distribution of messages, documents, files, software, or images by electronic means over a phone line or a network connection. This includes internal e-mail, external e-mail, and Internet e-mail.

Internet and the World Wide Web: A worldwide network of computer servers connected by phone lines that allow access to the public through a special language (Hypertext Markup Language or HTML) and a special protocol (Hypertext Transfer Protocol or HTTP).

INFORMATION ACCESS AND OWNERSHIP

Technology resources and information transmitted by, received from, or stored on Rowan County systems are the property of the Rowan County and as such, are subject to inspection by County officials. The County reserves the right for business purposes to enter, review and monitor the information on systems, including voice mail, electronic mail and information stored on computer systems or media, without advance notice. This may include investigating theft, unauthorized disclosure of confidential business or proprietary information, personal abuse of the system or monitoring workflow and productivity.

County employees are advised that they have no privacy rights and that there is no reasonable expectation of privacy when using County computer technology or communication systems. Rowan County users should be aware that the data they create on County technology or communications systems remains the property of Rowan County and is not private, unless the data is personal health information covered by HIPAA or other personnel information protected by the NC General Statutes or other privacy laws. Users should be aware that deleted data may be recovered. Furthermore, information that is stored on County technology or sent via e-mail may be subject to the North Carolina Public Records Law.

At the written request of a Department Director for one of his/her respective employees and upon authorization of the County Manager in consultation with the Human Resources Director, the Information Systems Director or designee has the authority to access, without notice, data, pagers, cell phones (and cell phone records), e-mail, voice-mail boxes, and any other employer provided electronic storage systems. The County reserves the right to monitor all employee

usage to ensure proper working order, appropriate use by employees, the security of Rowan County data, and to retrieve the contents of any employee communication in these systems. Failure to monitor in any specific situation does not constitute a waiver of the County's right to monitor.

Anytime information is transmitted through electronic media; there is the possibility that it could be intercepted. Therefore, no confidential Rowan County information may be transmitted electronically without the prior approval of the County Manager. If the employee is uncertain whether information is confidential, err on the side of caution and obtain approval before transmitting.

If Rowan County determines that an employee has used technology resources in a manner that violates this policy or other County policies, the County will take appropriate disciplinary action up to and including dismissal.

APPLICATION DEVELOPMENT

Application Development shall be approved in advance by the Information Systems Director.

Excluded from this section is the development of **simple** spreadsheets, forms and mail merge type documents for use in word processing, etc.

PERSONAL USE

Personal use of a County owned technology resource by County employees is allowed with the following restrictions.

1. Employees should be aware that personal use of a County owned technology resource is still subject to all of the rules in this policy including inspection and monitoring.
2. There must be no cost to the County.
3. Use must be conducted on an employee's own time. However, personal telephone calls on non-cellular phones or personal use of e-mail on an occasional basis may be permitted providing that they do not interfere with a County employee's obligation to carry out County duties in a timely and effective manner.
4. Use must not interfere with other employees performing their jobs or undermine the use of County resources for official purposes.
5. Use of the County's technology resources for operating a personal business or soliciting of any kind is prohibited.
6. Some technology resources such as cellular phones are billed from the first minute of use (both local and long distance) and are not allowed to be used for personal use except in an emergency. In the event of emergency use the employee is expected to reimburse any charges to the County.
7. Individuals who are not employees of Rowan County (including an employee's family or friends) are not allowed to use the County's technology resources.
8. Personal use of County resources by an employee neither expresses nor implies sponsorship or endorsement by Rowan County.
9. Personal employee owned computer resources are not to be used to perform county business while at work except cell phones and Personal Information Managers without prior permission from the County Manager.

SECURITY

Each employee is responsible for all actions taken while using their user profile, password, or access code. Therefore, none of these are allowed to be shared with anyone else (including other employees of the Rowan County), at any time. They must not be written down and stored, posted anywhere, programmed into a macro or stored on the computer system in an unencrypted form. The use of another person's user profiles, passwords, or access codes are also strictly prohibited.

Except as provided elsewhere in this policy the examination, modification, copying, or deletion of files or data belonging to other employees without their prior consent is prohibited.

Any file, program, or document received on media (diskettes, CD's or tapes), through the Internet (including e-mail) or through file transfer must be virus checked immediately. This is to prevent viruses from infecting the County's entire network. Each individual employee is responsible for the prevention of the spread of viruses. The Internet provides easy access to software distributed by companies on a trial basis. The free access does not indicate that the software is free or that it may be distributed freely. Applicable software copyright laws must be followed. In addition software may not be loaded onto any Rowan County computer system, through any of the above methods, without prior approval of the Rowan County Information Systems Department. This includes shareware, freeware, personal software or Internet distributed programs.

APPROPRIATE USE

When an employee is using Rowan County technology resources, he or she is representing the County. Appropriate use of a particular resource will be discussed as a part of the training for its use.

While in the performance of work-related functions, or while using publicly owned or publicly provided technology resources, Rowan County employees are expected to use them responsibly and professionally. They shall make no intentional use of these resources in an illegal, malicious, inappropriate or obscene manner. Each Internet capable workstation will be configured to allow the screening and review of sites visited on the Internet.

When sending or forwarding E-mail, either internally or externally, employees shall identify themselves clearly and accurately. Anonymous or pseudonymous posting is expressly forbidden. County employees shall not forward "chain email".

Rowan County employees have a responsibility to make sure that public information disseminated via the Internet is accurate. Employees shall provide, in association with such information, its source and the date at which it was current and an electronic mail address allowing the recipient to contact the staff responsible for making the information available in its current form.

I have read, understand, and agree to the above policy:

Signature: _____

Date: _____

Printed Name: _____

(Revised 06/30/11)